

Senior Federal Travel Form

(See Instructions on Page 2)

Interagency Report Control Form
0322-GSA-AN

Agency Contact Data

1. Department/Agency	2. Bureau/Office/Service
3a. Contact Name	3b. Contact Title
3c. Contact Phone Number	3d. Contact Fax Number

Aircraft Data

4. Aircraft Registration Number	5. Aircraft Serial Number	
6. Aircraft Make/Model	7. Purpose of Flight	8. Flight Number
9. Variable Cost per Hour:	10. Charter Quote	

Flight Legs Departure and Arrival Data

Departure Leg	1	2	3	4	5	6	7	8	9
11a. ICAO									
11b. Date									
11c. Time									
Arrival Leg	1	2	3	4	5	6	7	8	9
11d. ICAO									
11e. Date									
11f. Time									
12. Hours									
13. Total Travelers									

Travelers Data

14. Travelers Name		15. Trvlr Dept/Agency	16. Trvlr Status	17. Purp of Travel	18. Legs		19. Costs			20. Reimburse Amount
Last	First				On	Off	19a. Govt	19b. Charter	19c. Comm	

Instructions for Senior Federal Travel Data Form

1. **Department/Agency** - The Federal Department or independent agency responsible for reporting travel by personnel transported on Federal Government aircraft scheduled by that agency.
2. **Bureau/Office/Service** - Unit within a Department or agency (including offices and services) which dispatched the aircraft.
- 3a. **Contact Name** - The name of the scheduler.
- 3b. **Contact Title** - The official title of the scheduler.
- 3c-d. **Telephone and FAX Numbers** - Telephone numbers for the contact person.
4. **Aircraft Registration Number** - FAA registration number or military designated tail number.
5. **Serial Number** - The aircraft manufacturer's serial number. (optional)
6. **Aircraft Make/Model** - The descriptive name of the aircraft.
7. **Purpose of Flight** - A one letter code identifying the reason the aircraft was dispatched. The codes are
 - M** = Mission. Flight is scheduled to conduct an agency mission; such activities include the transport of troops and/or equipment, training, evacuation, intelligence and counter-narcotics activities, search and etc. (see Title 49 CFR Part 101-37.100).
 - R** = Required Use. Use of Government aircraft is required for bona fide communications, security needs, or exceptional scheduling requirements.
 - T** = Other Official Travel. Flight is scheduled for transportation of personnel on official travel other than Mission or Required Use Travel.
8. **Flight Number** - An optional agency-designated number. (*optional)
9. **Variable Cost/Hour** - The cost of operating aircraft that vary depending on how much the aircraft are used. (*optional)
10. **Charter Quote** - The cost quoted by a vendor.
- 11a. **Location (departure)** - The airport name for the initial departure point of the aircraft.
- 11b-c. **Date and Time** - Date (month-day-year) and time of the departure (24-hour format) for first leg of the trip .
- 11d. **Location (arrival)** - The airport name for the initial arrival point of the aircraft.
- 11e-f. **Date and Time** - Date (month-day-year) and time of arrival (24-hour format) for first leg of the trip.
12. **Hours** - The flight time recorded by the pilot for the leg. (*optional)
13. **Total Travelers** - Total number of travelers transported for this leg. (*optional)
14. **Traveler's Name** - The name of the identified traveler; last name first, first name last.
15. **Traveler's Department/Agency** - The traveler's department/agency or bureau, or in cases of dependents, the unit for which the relative works, or in cases of non-Federal travelers, the unit which approved their passage.
16. **Status Code** - A one letter code identifying the type of traveler being reported. The codes are:

C = Contractor	N = Non-Federal Official	D = Dependent
O = Other Official Traveler (employee)	E = Senior Executive Branch Official	S = Senior Federal Official
M = Military		
17. **Purpose of Travel** - A two-character alphanumeric code identifying the reason for travel.

"Mission Requirement". Activities that constitute the discharge of an agency's official responsibilities. Such activities include, but are not limited to, the transport of troops and/or equipment, training, evacuation (including medical evacuation), intelligence and counter-narcotics activities, search and rescue, etc.

 - 1E** = Emergency means an unexpected, serious occurrence or situation urgently requiring prompt action.
 - 1O** = Operational
 - 1T** = Training

"Required Use". Use of a Government aircraft for the travel of an Executive agency officer or employee to meet bona fide communications or security requirements of the agency or exceptional scheduling requirements.

 - 2B** = Business Only
 - 2C** = Combined Business and Personal or Political (Reimbursable category)
 - 2W** = Wholly Personal or Political (Reimbursable Category)

"Other Official Travel". Travel is for official business other than Mission or Required Use.

 - 3B** = Business Only.
 - 3C** = Combined Business and Political (Reimbursable category)

"Space Available". Travel other than for the conduct agency business; using aircraft capacity that is already scheduled for use for an official purpose but would otherwise not be utilized.

 - 4S** = Space Available (Reimbursable category)
18. **Leg On and Leg Off** - The airport name at which a traveler boarded and departed.
- 19a. **Government Cost** - The appropriate share of the full operating cost of the aircraft allocated to the traveler.
- 19b. **Charter Cost** - The appropriate share of the full charter cost quoted by a vendor.
- 19c. **Commercial Cost** - The corresponding commercial cost had the traveler used scheduled airline service.
20. **Reimbursement Amount** - The amount required to be reimbursed to the Government.

**Optional field supporting the automated calculations in block 19.*